

PAID TIME AWAY

Paid Time Off

Grant: Employees are granted PTO on January 1 of each calendar year. PTO is granted based on years of service and employment status. PTO is granted in hourly increments and is used in hourly increments. Prorated PTO is granted for new hires that begin work during the calendar year.

Carryover: You may carryover up to 50% of the annual grant amount into the next calendar year.

Employment Separation: Employees with more than 1 year of service will be paid for all accrued but unused PTO at the time of separation.

Years of Service	PTO Grant	Eligible for Carryover
0-initial	84	42
1-2	104	52
3-4	124	62
5-9	144	72
10-14	184	92
15-19	204	102
20-24	244	122
25+	264	132

Company Observed Holidays

KENT WORLDWIDE observes 9 holidays. Benefit eligible employees are paid 8 hours of holiday pay for the for full-time employees, the number of hours is pro-rated for part-time employees. If the holiday falls on a Saturday, it will be observed on Friday, if it falls on a Sunday, it will be observed Monday. KENT WW has facilities that work 24/7/365 and observe the actual date rather than the observed date. Hours worked on the holiday are paid at time and a half, in addition to the holiday pay.

Company Observed Holidays are:		
New Year's Day	Fourth of July	Friday after Thanksgiving
Good Friday	Labor Day	Christmas Eve
Memorial Day	Thanksgiving Day	Christmas Day

Bereavement

KENT WORLDWIDE provides paid time away for loss of an immediate family member. Five paid days/shifts are allowed for death of spouse or child. Three paid days/shifts are allowed for: parent, grandparent, brother/sister, spouse of brother/sister, spouse of son/daughter and grandchild.

Jury Duty

In the event of a jury summons, **KENT WORLDWIDE** pays the employee's time to serve at their normal rate of pay. The civil service check is paid at a rate below your typical working wage and also includes reimbursement for mileage, thus employees are not asked to forfeit their jury pay. Proof of jury duty summons may be required.

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Short-Term Disability

In the event of a personal medical issue where an employee is unable to work, **KENT WORLDWIDE** provides short-term disability (STD). STD provides 60% salary replacement for a period of up to 26 weeks after meeting a 7-day waiting period, benefits will be paid from date of disability. To request short-term disability, a claim should be submitted to our Leave Administrator and The Standard will intake the claim, obtain medical details, interface with medical provider and release to return to work. They keep us informed of days needed to be away from work and return to work details. Personal health information is kept private unless related to job responsibilities.

Voluntary Long Term Disability

- Provides 66 2/3% income replacement, less social security.
- After 26 week waiting period (aligned to when STD exhausts).
- \$5,000 per month maximum payout; not to exceed monthly salary.
- Claims are reviewed by our leave administrator, The Standard. Requests are subject to approval.

Parental Leave

Parental leave includes two components, Recovery Leave after live birth and Bonding Leave. These leaves are paid at regular base rate based upon the employee's standard workweek.

Parental Leave allowed weeks:

Parental Leave Type	Leave Amount	Leave Eligibility
Recovery Leave (first 10 weeks of Leave)	10 weeks	Leave for individuals recovering from live birth
Bonding Leave	2 weeks	Leave for bonding

Bonding leave may be used intermittently, but in all instances must be used within the first 12 months of the birth/adoption of a child. Recovery Leave and Bonding Leave run concurrently with FMLA, where applicable. Recovery Leave and Bonding Leave are not used concurrently. Parental Leaves are used in full day/shift increments. To request Recovery Leave or Bonding Leave, submit a claim request to our Leave Administrator, The Standard.

Military Leave

KENT WORLDWIDE supports military, including employees serving and deployed. In compliance with the Federal Government's Uniformed Services Employment and Reemployment Rights Act, KENT WW follows the required provisions for employers. Military Leave should be submitted to our leave administrator, The Standard, to initiate process required notices and documentation. USERRA applies to all military branches, including Guard and Reserve.